

Technical Training Competency 1.2

Competency 1.2 Technical training personnel shall demonstrate a working level knowledge of training program organization, administration, and infrastructure.

1. Supporting Knowledge and Skills

- a. State and discuss some of the attributes of an efficient and effective technical training organization at a defense nuclear facility.
- b. State and discuss the advantages and the disadvantages of centralized and decentralized training organizations.
- c. Explain the purpose of a training policy and procedure manual and discuss the typical policies and procedures that may be found in this manual.
- d. Describe the roles and responsibilities of line management, the training organization, and the employee as related to training and qualification.
- e. Explain how to utilize facilities, equipment, and materials in an efficient manner to implement the training process.
- f. Describe the purpose and attributes of a technical training resource library.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

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Read pages 2-1 through 2-5, 2-7 through 2-10, and 3-1 through 3-3 of *The Training Manager's Resource Guide* and paragraphs 5.1 pages 19 through 20 and 5.3 page 22 of DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training*.

EXERCISE 1.2-A Identify the mission and goals for the training organizations that supports your facility. How do these compare with the guidance provided in the *Training Manager's Resource Guide*?

EXERCISE 1.2-B Obtain a copy of the organizational chart for the training organization that supports your facility. Who are the counterparts in your organization to those in the training organization? How do they interface in support of training activities?

EXERCISE 1.2-C Combined with the mission and goals statement (from above), in what ways does the training organization support or fulfill your facility's operational goals and objectives?

Read pages 2-19 through 2-25 and pages 3-5 through 3-14 of *The Training Manager's Resource Guide* and paragraph 5.2 pages 20 through 22 of DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training*.

EXERCISE 1.2-D Obtain a copy of the training policies and procedures for your facility's training organization. Do these documents address your facility's training programs, and do they contain procedures or instructions for developing training programs?

Read pages 5-1 through 5-8 of *The Training Manager's Resource Guide* and paragraphs 2 pages 3 through 9, 3 pages 11 through 15, and 4 page 17 of DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training*.

EXERCISE 1.2-E In what ways are you and your management involved in the design, implementation, and evaluation of training activities?

Read pages 4-1 through 4-17 of *The Training Manager's Resource Guide* and paragraph 5.5 page 23 of DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training*.

EXERCISE 1.2-F In the training sessions you have attended, did the facility environment, equipment, and materials enhance or detract from the training?

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Read pages 6-13 through 6-21 of *The Training Manager's Resource Guide* and paragraph 5.10 pages 27 through 28 of DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training*.

EXERCISE 1.2-G How are trainee and training program records similar to quality assurance records?

3. Summary

Training provides personnel with the knowledge and skills necessary to perform their jobs safely, effectively, and efficiently with minimal supervision. Excellence in training and qualification is particularly important in an industry where adherence to proper work practices and procedures is essential to public health and safety. To achieve this, facility personnel should be fully involved in and accountable for their contribution to the success of their facility. Line and training managers share the responsibility of ensuring that all training programs are effective. Periodic observation of training and qualification programs by line managers including reactor or nuclear facility managers, plant managers, supervisors, and others in the line organization is essential to this effort. Interest in personnel training and qualification by senior management, including an occasional visit to the training classroom, the laboratory, the simulator, or on-the-job training should be used to reinforce the importance of training, qualification, and line manager involvement. Communications between line and training managers will aid in establishing the relationship between the facility and training organization necessary to achieve the training goals.

Training and job qualification should be viewed as an integral part of everyone's job function. Achievement of organizational goals and objectives is facilitated when personnel understand the basis of organizational policies and practices and when they are highly motivated, continuously training, and remain qualified. Since training is such an integral part of achieving the level of performance necessary to ensure safe and secure operation of DOE facilities, it follows that a close, cooperative relationship must exist between these organizations [DOE-STD-1056-93, U.S. Department of Energy Standard, *Guide to Good Practices for Line and Training Manager Activities Related to Training* (p. 1)].

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4. Exercise Solutions

NOTE: Exercise solutions for 1.2-A through F are facility-specific.

EXERCISE 1.2-G How are trainee and training program records similar to quality assurance records?

ANSWER 1.2-G These records are generally considered quality assurance records; that is, they document the qualification and certification of those employees whose work is safety-related.